

**STATE OF SOUTH DAKOTA
OFFICE OF PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182**

AMENDED

**CRIMINAL JUSTICE INITIATIVE – COGNITIVE BEHAVIORAL SUBSTANCE ABUSE TREATMENT
PROGRAMMING**

PROPOSALS ARE DUE NO LATER THAN 5:00 P.M. Central Time on August 19, 2013

RFP #: 2146

Department of Social
Services

POC: Mark Close
EMAIL:
Mark.Close@state.sd.us

READ CAREFULLY

FIRM NAME: _____ AUTHORIZED SIGNATURE: _____

ADDRESS: _____ TYPE OR PRINT NAME: _____

CITY/STATE: _____ TELEPHONE NO: _____

ZIP (9 DIGIT): _____ FAX NO: _____

FEDERAL TAX ID#: _____ E-MAIL: _____

PRIMARY CONTACT INFORMATION

CONTACT NAME: _____ TELEPHONE NO: _____

FAX NO: _____ E-MAIL: _____

1.0 GENERAL INFORMATION

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Department of Social Services is soliciting proposals from qualified private entities to develop the following new program:

Cognitive behavioral substance abuse treatment programming suited for the justice involved population with an identified high to moderate need in the area of substance abuse, and an educational/brief intervention component for individuals involved in the justice system who are at risk for further substance related issues but are currently identified as low need in the area of substance abuse. These programs must be evidence based or evidence informed.

The Department of Social Services intends to fund service development and service provision statewide and in two rural areas, with priority for the rural programs to be located in rural towns within the 1st, 5th, or 6th judicial circuits.

Offerors can apply for either the Urban or Rural Programs or the Offeror can apply for both the Urban and Rural Programs. If the Offeror applies for both programs, each program would need to have a separate cost report.

1.2 ISSUING OFFICE AND RFP REFERENCE NUMBER

The Department of Social Services, Division of Community Behavioral Health is the issuing office for this document and all subsequent addenda relating to it, on behalf of the State of South Dakota, Department of Social Services. The reference number for the transaction is RFP #2146. Refer to this number on all proposals, correspondence, and documentation relating to the RFP.

Please refer to the Department of Social Services website link <http://dss.sd.gov/rfp/index.asp> for the RFP, any related questions/answers, changes to schedule of activities, etc.

1.3 LETTER OF INTENT

All interested offerors **may** submit a non-binding **Letter of Intent** to respond to this RFP.

The letter of intent must be received in the Department of Social Services by no later than July 12, 2013.

Be sure to reference the RFP number in your letter.

The Letter of Intent should be submitted to Mark Close_ via email at Mark.Close@state.sd.us. Please place the following in the subject line of your email: "**Letter of Intent for RFP 2146**".

1.4 SCHEDULE OF ACTIVITIES (SUBJECT TO CHANGE)

RFP Publication	June 24, 2013
Bidders Call	July 8, 2013
Non-Binding Letter of Intent to Respond Due	July 12, 2013
Deadline for Submission of Written Inquiries	July 19, 2013
Responses to Offeror Questions	July 31, 2013
Proposal Submission	August 19, 2013 by 5:00 P.M. Central Time
Oral Presentations/discussions (if required)	To be announced
Anticipated Award Decision/Contract Negotiation	<u>August 30, 2013</u>

On July 8, 2013 a Bidders Call will occur from 10:00 a.m. to 11:00 a.m. Central Time on the RFP.

Information for the call will be posted on the following website: <http://dss.sd.gov/rfp/index.asp>

1.5 SUBMITTING YOUR PROPOSAL

All proposals must be completed and received in the Department of Social Services by the date and time indicated in the Schedule of Activities.

Proposals received after the deadline will be late and ineligible for consideration.

An original and 5 identical copies of the proposal shall be submitted.

The cost proposal must be in a separate sealed envelope and labeled “Cost Proposal”. Please submit the original and 5 copies.

All proposals must be signed in ink by an officer of the responder legally authorized to bind the responder to the proposal, and sealed in the form intended by the respondent. Proposals that are not properly signed may be rejected. The sealed envelope must be marked with the appropriate RFP Number and Title. The words “Sealed Proposal Enclosed” must be prominently denoted on the outside of the shipping container. **Proposals must be addressed and labeled as follows:**

**REQUEST FOR PROPOSAL #2146 PROPOSAL DUE AUGUST 19, 2013 by 5:00 P.M. Central Time
SOUTH DAKOTA DEPARTMENT OF SOCIAL SERVICES
ATTENTION: MARK CLOSE
700 GOVERNORS DRIVE
PIERRE, SD 57501-2291**

All capital letters and no punctuation are used in the address. The above address as displayed should be the only information in the address field.

No proposal may be accepted from, or any contract or purchase order awarded to any person, firm or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.

1.6 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this proposal, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where the offeror is unable to certify to any of the statements in this certification, the bidder shall attach an explanation to their offer.

1.7 NON-DISCRIMINATION STATEMENT

The State of South Dakota requires that all contractors, vendors, and suppliers doing business with any State agency, department, or institution, provide a statement of non-discrimination. By signing and submitting their proposal, the offeror certifies they do not discriminate in their employment practices with regard to race, color, creed, religion, age, sex, ancestry, national origin or disability.

1.8 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn by the offeror prior to the established due date and time.

No oral, telephonic, telegraphic or facsimile responses or modifications to informal, formal bids, or Request for Proposals will be considered.

1.9 OFFEROR INQUIRIES

Offerors may email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Email inquiries must be sent to Mark.Close@state.sd.us with the subject line "RFP #2146".

The Department of Social Services will respond to offerors inquiries by posting the responses on the DSS website at <http://dss.sd.gov/rfp/index.asp> in accordance with the Schedule of Activities. Offerors may not rely on any other statements, either of a written or oral nature, that alter any specification or other term or condition of this RFP. Offerors will be notified in the same manner as indicated above regarding any modifications to this RFP.

1.10 PROPRIETARY INFORMATION

The proposal of the successful offeror(s) becomes public information. Proprietary information can be protected under limited circumstances such as client lists and non-public financial statements. Pricing and service elements are not considered proprietary. An entire proposal may not be marked as proprietary. Offerors must clearly identify in the Executive Summary and mark in the body of the proposal any specific proprietary information they are requesting to be protected. The Executive Summary must contain specific justification explaining why the information is to be protected. Proposals may be reviewed and evaluated by any person at the discretion of the State. All materials submitted become the property of the State of South Dakota and may be returned only at the State's option.

1.11 LENGTH OF CONTRACT

The purchase of service contract will begin on October 1, 2013 and end on May 31, 2014. The continuation of the contract in future years will be dependent on the Offeror's performance in implementing the Evidenced Informed/Evidenced Based services as outlined.

1.12 GOVERNING LAW

Venue for any and all legal action regarding or arising out of the transaction covered herein shall be solely in the State of South Dakota. The laws of South Dakota shall govern this transaction.

1.13 DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION/NEGOTIATIONS)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the State. However, the State may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

This process is a Request for Proposal/Competitive Negotiation process. Each Proposal shall be evaluated, and each respondent shall be available for negotiation meetings at the State's request. The State reserves the right to negotiate on any and/or all components of every proposal submitted. From the time the proposals are submitted until the formal award of a contract, each proposal is considered a working document and as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

2.0 STANDARD AGREEMENT TERMS AND CONDITIONS

Any contract or agreement resulting from this RFP will include the State's standard terms and conditions as seen in Attachment A:

3.0 SCOPE OF WORK

Under the Criminal Justice Initiative, the Department of Social Services, Division of Community Behavioral Health has been appropriated funding to provide substance abuse treatment services for 500 individuals on probation with the Unified Judicial System or on parole status from the Department of Corrections and reside in Urban areas and to provide substance abuse treatment services to 100 individuals on probation with the Unified Judicial System or on parole status from the Department of Corrections who reside in Rural areas. Individuals will be referred to treatment programming services as determined by the LSI-R assessment conducted by UJS or DOC.

3.1 The proposal must include how the offeror will make the system of services function according to the attached flowchart (Attachment B), which is also described in the Council of State Governments Justice Center Criminal Justice/Mental Health Consensus Project "Adults with Behavioral Health Needs Under Correctional Supervision: A Shared Framework for Reducing Recidivism and Promoting Recovery." Along with this, the offeror must describe any past experience in implementing different service and/or system approaches and any anticipated challenges with the model.

3.2 The proposal must identify standardized screening and assessment tool(s) to be used to identify the level of substance abuse issues for the referred justice involved clients. These tools must be identified from the CMHS National Gains Center, Screening and Assessments of Co-Occurring Disorders in the Justice System (<http://gainscenter.samhsa.gov/pdfs/disorders/ScreeningAndAssessment.pdf>) or must be a Substance Abuse and Mental Health Services Administration (SAMHSA) endorsed tool. In addition, the screening and assessment process must also identify the level of mental health issues.

3.3 The proposal must include the process for the provision of mental health services for individuals in Groups 1, 3, 5, and 7 on the attached flowchart if such individuals are identified as needing a low level of mental health services as part of their substance abuse treatment. Funds under this award can be used for these low level mental health services. In addition, the proposal must include the referral process to a mental health provider for individuals in Groups 2, 4, 6, and 8 on the attached flowchart if such individuals are identified as needing more intensive mental health services. Note that funds under this award cannot be used for these more intensive mental health services; however, individuals accessing mental health services from a community mental health center may be eligible for state funded services if they meet financial and programmatic eligibility.

3.4 The proposal for the substance abuse education component/brief intervention service for Groups 1, 2, 5, and 6 on the attached flowchart must include identification of the process and components that will be used for this substance abuse education/brief intervention service for individuals identified as needing this level of treatment. Time lines associated with this level of care must also be included.

3.5 The proposal for the substance abuse treatment component for Groups 3 and 4 on the attached flowchart must include identification of the process and components that will be used for such substance abuse treatment services for individuals identified as needing this level of treatment through the assessment process. The treatment component must be based on a standardized, evidence-informed substance abuse curriculum. Timelines associated with this level of care must also be included. The proposal must also identify aftercare services and the standardized, evidence-informed curriculum(s) that would be utilized, as well as the process of determining which individuals need this service.

3.6 The proposal for the substance abuse treatment component for Groups 7 and 8 on the attached flowchart must, at a minimum, include utilization of the Cognitive Based Interventions for Substance Abuse Treatment curriculum developed by the University of Cincinnati Corrections Institute. Additional treatment components should also be identified. In addition, the offeror must describe how they would measure and assure fidelity to the Cognitive Behavioral Interventions for Substance Abuse Treatment curriculum. The proposal must also identify aftercare services and the standardized, evidence-informed curriculum(s) that would be utilized, as well as the process of determining which individuals need this service.

3.7 The proposal must include a description of treatment coordination for individuals in Groups 7 and 8 on the attached flowchart, for individuals identified as needing this service. The treatment coordination component must provide specific details on the case management and coordination services that will be provided, how and when they will be provided, and how communication with all involved entities will be conducted, including integrated treatment options. In addition, the offeror must describe how they would ensure this treatment coordination would not supplant other available services.

3.8 The proposal must describe how the proposed services are similar and/or different to any services currently provided.

3.9 The offeror must indicate the geographic areas as outlined in Attachment C - Estimated Totals by Circuit Court Districts, where services will be provided and the number of individuals that will be served.

3.10 Offerors responding to the provision of services in rural locations must describe other relevant implementation challenges and methods of addressing such challenges, such as utilizing technology.

3.11 The proposal must include a description of how coordination with criminal thinking for Groups 5, 6, 7, and 8 on the attached flowchart would occur. Such criminogenic risk and need for criminal thinking programming will be determined by the LSI-R assessment conducted by UJS or DOC. Note that funds under this award cannot be used for criminal thinking programming as this is under a separate RFP. Offerors responding to the criminal thinking programming RFP should describe plans to coordinate criminal thinking programming in scenarios where they directly provide such programming and where they would refer to another provider for such programming.

3.12 The proposal must detail a description of the evaluation components of the program and what outcome measures the applicant proposes to measure.

3.13 The proposal for treatment must detail a plan to monitor the individual's use of alcohol and drugs while in the treatment program.

3.14 The offeror must communicate with the referring entity on a timely basis individual participation with programming information. The proposal must include details on how that information would be communicated, including both the method and timeframes.

3.14 The offeror must specify in writing their agreement to work collaboratively the Department of Social Services in reviewing the content of all programming, including the screening and assessment process. The offeror must also agree to submit information to the Department of Social Services for billing purposes.

4.0 PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

- 4.1 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the State of South Dakota is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

- 4.2 The proposal must include the names of individuals that will be working in the treatment program. If the offeror does not have the needed staff employed to operate the programs, they must submit a time frame for hiring these staff.
- 4.3 The proposal must include copies of the credentials of the aforementioned individuals.
- 4.4 The proposal must include copies of any current accreditation certificates in the program areas of alcohol and drug prevention and treatment. Proposals from entities not currently accredited by the State must submit a projected timeline regarding how the program would become accredited through direct accreditation or deemed status accreditation.
- 4.5 The proposal must include letters of support from individual agencies or public entities that have worked with the offeror on local projects and can attest to the offeror commitment to quality care and to the community in which they are located.
- 4.6 The proposal must detail who the offeror will need to partner with to operate the above programs and letters of agreement from these entities in the partnership.
- 4.7 The proposal will document the number of years the offeror has been operating alcohol and drug prevention and treatment services in the community where they are located.
- 4.8 The proposal must describe their organizational structure and their 501c status.

Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any state employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

- 4.9 The offeror **MUST** submit a copy of their most recent independently audited financial statements.
- 4.10 Provide the following information related to at least three previous and current service/contracts performed by the offeror's organization which are similar to the requirements of this RFP. Provide this information for any service/contract that has been terminated, expired or not renewed in the past three years:
 - a. Name, address and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
 - b. Dates of the service/contract; and
 - c. A brief, written description of the specific prior services performed and requirements thereof.
 - d. The proposals for the early intervention and treatment program must submit information that demonstrates their availability and familiarity with the locale in which the project (s) are to be implemented.
- 4.11 The Proposal must submit information that demonstrates their availability and familiarity with the locale in which the project (s) are to be implemented.
- 4.12 The Offeror must detail examples that document their ability and proven history in handling special project constraints.
- 4.13 If an offeror's proposal is not accepted by the State, the proposal will not be reviewed/evaluated.

5.0 PROPOSAL RESPONSE FORMAT

5.1 An original and 5 copies shall be submitted.

5.1.1 In addition, the offeror should provide one (1) copy of their entire proposal, including all attachments, in PDF electronic format. Offerors may not send the electronically formatted copy of their proposal via email.

5.1.2 The proposal should be page numbered and should have an index and/or a table of contents referencing the appropriate page number.

5.2 All proposals must be organized and tabbed with labels for the following headings:

5.2.1 **RFP Form.** The State's Request for Proposal form completed and signed.

5.2.2 **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.

5.2.3 **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:

5.2.3.1 A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. The narrative must not exceed 15 pages.

5.2.3.2 A specific point-by-point response, in the order listed, to each requirement in the RFP which are detailed in Sections 3 and 4. The response should identify each requirement being addressed as enumerated in the RFP.

5.2.3.3 A clear description of any options or alternatives proposed.

5.2.3.4 Letters of support, letters of agreement, documentation of agencies State or National accreditation and a copy of the licensure or certification certificate of those individuals who are assigned to work on one or both of the projects.

5.2.4 **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Offerors may submit multiple cost proposals. All costs related to the provision of the required services must be included in each cost proposal offered.

The cost proposal must be submitted in a separate sealed envelope labeled "Cost Proposal" as outlined in section 1.5 of this RFP. Provide 1 original and 5 copies of the cost report.

See section 7.0 for more information related to the cost proposal.

6.0 PROPOSAL EVALUATION AND AWARD PROCESS

6.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use subjective judgment in conducting a comparative assessment of the proposal by considering each of the following criteria:

- 6.1.1 Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements;
 - 6.1.2 Resources available to perform the work, including any specialized services, within the specified time limits for the project;
 - 6.1.3 Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration;
 - 6.1.4 Cost Proposal;
 - 6.1.5 Availability to the project locale;
 - 6.1.6 Familiarity with the project locale;
 - 6.1.7 Proposed project management techniques;
 - 6.1.8 Ability and proven history in handling special project constraints.
- 6.2 Experience and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 6.3 The qualifications of the personnel proposed by the offeror to perform the requirements of this RFP, whether from the offeror's organization or from a proposed subcontractor, will be subjectively evaluated. Therefore, the offeror should submit detailed information related to the experience and qualifications, including education and training, of proposed personnel.
- 6.4 The State reserves the right to reject any or all proposals, waive technicalities, and make award(s) as deemed to be in the best interest of the State of South Dakota.
- 6.5 **Award:** The requesting agency and the highest ranked offeror shall mutually discuss and refine the scope of services for the project and shall negotiate terms, including compensation and performance schedule.
- 6.5.1 If the agency and the highest ranked offeror are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the agency, the agency shall, either orally or in writing, terminate negotiations with the contractor. The agency may then negotiate with the next highest ranked contractor.
 - 6.5.2 The negotiation process may continue through successive offerors, according to agency ranking, until an agreement is reached or the agency terminates the contracting process.

7.0 COST PROPOSAL

Submit a cost report for all treatment programming. Send 1 original and 5 copies of each cost report. For the Rural Project, complete Attachment #1 which includes two documents: State of south Dakota Rural Pilot Program Request For Proposal Funding Request and the document Titled Attachment 1 – Staff 1020. For the Urban Projects, complete Attachment #2.